

Planning and Construction Committee

- Regular Meeting

Tuesday, July 16, 2019 4:00 pm

Room 204, Town Hall, 14 Court Square

Present: Jean Wall, John Andrews, Nancy Hazard, Susan Hollins, Amy McMahon, Joe Ruggeri
(left 4:55)

Call to order 4:14 pm

Approve minutes of April 2 trip to wastewater treatment plant and May 28.
Motion by Joe Ruggeri to accept the April and May minutes. Seconded by Susan Hollins.
Vote: Unanimous

Annual Report
Review of Susan Hollins' draft of the Annual Reports

This really highlights the committee's work and highlights the value of the committee. One of the problems is that City Councilors don't always recognize that P&C is involved. These projects have been vetted and studied before they are in front of Council, but sometimes councilors ignore the work that has already happened.

One of the things that was important is the "Planning" part which includes the debt and scheduling projects to make it affordable for the community. With your own home, you may have a sense of when something needs updating, and this committee is working to create a list of those important projects in order to keep everything from falling apart. This group plays a role because individual departments don't have a comprehensive view of what's happening.

The committee could be a replacement of the CIC, in order to keep the important issues. The committee could really help the Council to look at all the details and be the property management team for the City.

Agree in principle that the Annual Report is great and just needs some minor edits.

Mission Statement

Charter says that Planning and Construction is the building committee for buildings. That's not how it's worked in practice. There are a few buildings coming up and there is no group for the fire station and the Library Building Committee doesn't have building expertise.

One concern is that it would be hard for the Committee to focus on individual projects. The City hires an OPM to manage these projects and the committee has a more advisory. There is a need for internal groups to manage the specific needs of the building, but who is paying attention to the energy, security, HVAC systems, etc.?

These projects are huge, and some of these are complex, this could be a large time sink. Maybe appointing one person of the committee to the building committee for each project.

Without a charter change, the committee could create policies and assert the power vested in the committee by the Charter. Do we become a support to these committees?

Is this a duplication of effort from other committees? Does the Committee get reports from specific building committees?

One big thing is that committees can get experience by building these buildings. That gets lost when each committee is newly formed.

The Committee will come up with process and procedure guidelines to work with these committees. Can we draft these with the current Mayor and get it in place to start taking ownership?

This would help clarify the purpose and strengthen the group. Also need to improve the relationship with the Council, because if it's going to deny funding to all of these projects, then there's no point. The Committee needs to improve all relationships, like the Schools.

Goal for FY20 is improving the relationships with committees and departments. Going on tours and meeting the day-to-day staff help the committee to understand what things are happening.

Can we do a tour of a building and then meet after. Lets focus on the aging infrastructure.

Review of Language of the Annual Report

Engineering reviews seem to be needed in order to support the projects. Should we hire outside professionals to make a case? Many outside professionals may be open to providing opinions to the City about the buildings and the Committee can help acquire these.

Add emergency response to the fire station. Green River is still actively being worked on.

In the introduction add maintenance needs. Would we run into union issues if we use the word maintenance? There are different types of maintenance and the Committee doesn't control the

day-to-day hanging of white boards but does do roofs, heating systems, etc. Maintenance is a huge part of this. Does adding the word "major" to it help? Agree to call it "major maintenance."

Dashboard description on page 4, the section is to give overviews of what they worked on and not to get into detail on this, which is on page 9. There is redundancy, but where do we want to put this? The overview should touch on the dashboards, but how do we want to talk about this? Nancy would like the dashboards defined and will email Susan the two sentences that describe this.

Need to highlight relationships to the Council. Somewhere it's the City Council via the Mayor. Currently mentioned on page 10. "Mayor and through the Mayor, to the Council" phrase should be added again to emphasise this.

Page 5, project monitoring paragraph on fire station - can we include emergency response to this as well?

Drainage problems on Beacon/Riddell site needs information that DPW has reviewed it and that the water table at that property make it hard to put a drainage pond at the skatepark. Maybe this section is too detailed compared to the other projects that have been included.

Sewage treatment plant, key piece is that the plant is not in compliance and therefore there needs to be replacement of pipes in order to fix this problem. However, the Council voted the pipes down. Nancy wrote a paragraph on this and will email it to Susan to be included.

There's a problem with the order of which funding and design happen. The design happens first, but then the budget got cut 20% and the whole design and process was already done.

Councilors run on "we cut the budget" and therefore it's unlikely that they'll vote the spending first. Rehashing this won't help it move forward.

Sometimes there are design choices and functions that are spent don't end up with programs.

Motion by John Adrews and seconded by Susan Hollins:

to approve P&C first annual report for 2019 as amended and submit for Mayor.

Vote: Unanimous

Capital Funding - Review of Council Approvals and Discussion of Next Steps

There hasn't been any movement on this. The Anaerobic Digester was approved.

Motion to adjourn by Amy McMahon, seconded by Nancy Hazard

Vote: Unanimous

Adjourn 5:55 pm.